

GUIDELINES FOR WORD 2003 PROGRAM

Tutkielma.dot

Using the File



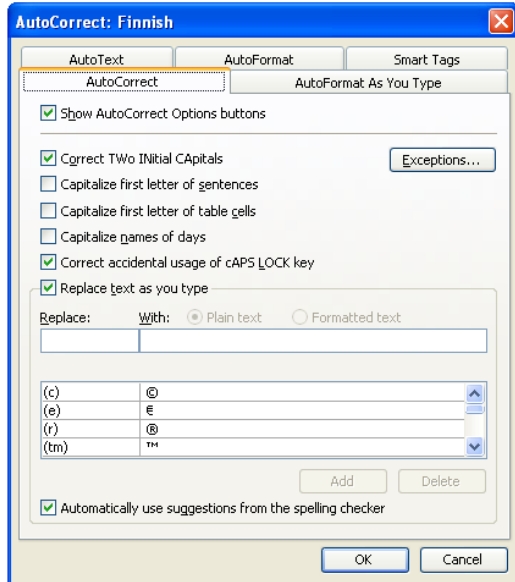
VAASAN YLIOPISTO

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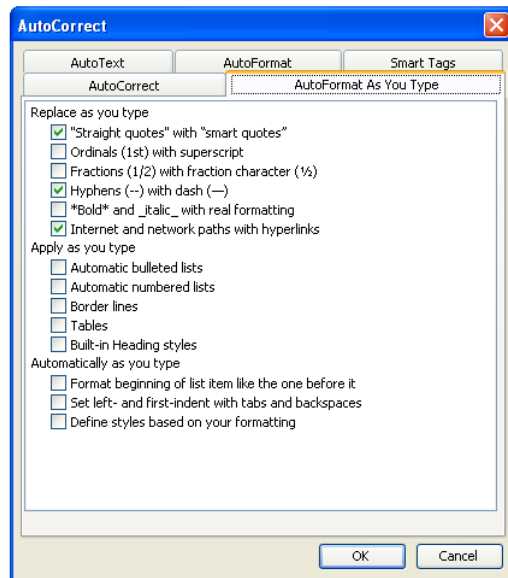
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1 WORD SETTINGS

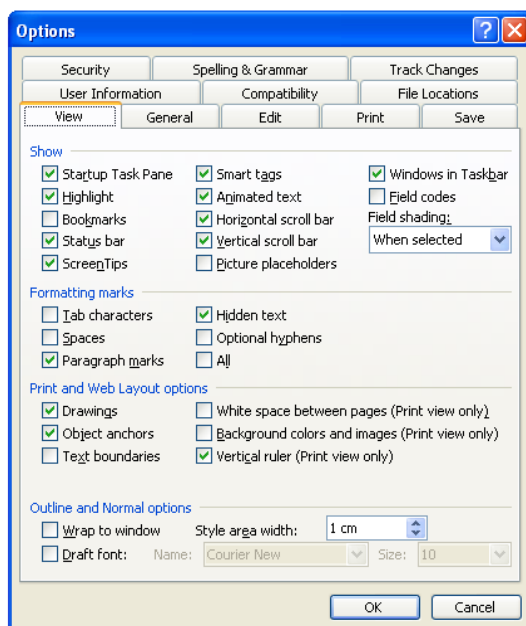
In order to work easily, it is recommended that you do the following: Click on »Tools – AutoCorrect Options...» A new window will appear from which you can check the correct settings on the »AutoCorrect» sheet. They should be as follows:



Similarly, on sheet »AutoFormat As You Type», the settings should be as follows:

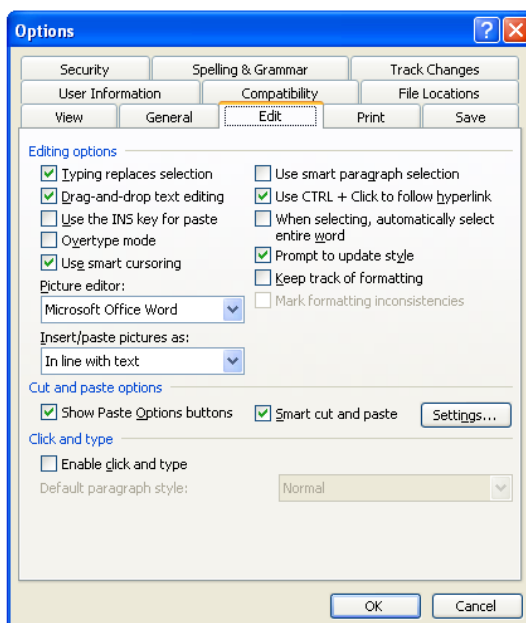


By clicking on »Tools – Options», you will find different settings, the most important of which are on sheets »View» and »Edit»:



The most essential alternatives on this sheet are:

- A checkmark in »Paragraph marks«
- A checkmark in »Hidden text«
- A positive reading in »Style area width«.



The most essential alternatives on this sheet are:

- »Insert/paste pictures as: In line with text«
- No checkmark in »Enable click and type«
- A checkmark in »Prompt to update style«
- No checkmark in »Keep track of formatting«.

2 INTRODUCTION

Tutkielma.dot can be placed practically anywhere. Nevertheless, it is best to place it (that is, move or copy it) into a template folder by clicking on »Tools - Options... – File locations – User templates».

If **Tutkielma.dot** is located in a template file, a new study can be started by following these steps:

1. Click on »File – New...». A »New Document» taskbar will appear on the right side of the Word window.
2. Click on the »On my computer» link. A »Templates» menu window will appear on screen. The sample file **Tutkielma.dot** is on the »General» sheet.
3. Double click on the **Tutkielma.dot** file.

If you have used the **Tutkielma.dot** sample before, its name will appear in the lower edge of the »New Document» taskbar, and you can simply click on that with your mouse.

Wherever your **Tutkielma.dot** sample is located, it can be applied by double clicking on its name. Because this is a sample file, it will not open. Instead, a new document will appear.

Styles are an essential part of the sample file. To apply the styles, click on the »Styles and Formatting» taskbar. This can be done, for instance, by clicking on »Format – Styles and Formatting». When the taskbar is chosen, it might be best to have no unnecessary styles shown on the list. Choose the »Available styles» from the list in the lower edge.

3 FILLING OUT TABLE PAGES

3.1 1st page of the abstract

There are two similar, although different language tables in the abstract file. Some borders of these files can, and some cannot, be printed out.

If you cannot see the borders of these cells in the filling stage, it is recommended that you make them visible by clicking on »Table – Show gridlines».

You are not meant to replace anything with the table, but to fill out each cell below each title with an appropriate text (or a string [any ordered line of symbols]).

The writer of the study is only supposed to fill out the following:

- Author(s)
- Contact information
- Title information
- Abstract
- Keywords

For example, the first section, Author(s), looks like this:

Tekijä(t)
Mikkonen, Kauko

Other sections (as the Number of pages or ISBN) are filled out by a publication secretary.

In the beginning of the page, there is a hidden text (»Abstract in the language of publication» or »Abstract in Finnish»), the purpose of which is to show on screen but not to print out. If you cannot see it, click on »Tools – Options – View», and put a checkmark in »Hidden text». If the hidden text prints out, click on »Tools – Options – Print», and remove the checkmark from »Hidden text».

Abstrakti julkaisun kielellä ¶	
Julkaisija ☒	Julkaisupäivämäärä ☒
Vaasan yliopisto ☒	☒
Tekijä(t) ☒	Julkaisun tyyppi ☒
☒	☒
	Julkaisusarjan nimi, osan numero ☒
	☒
Yhteystiedot ☒	ISBN ☒
☒	☒
	ISSN ☒
	☒
	Sivumäärä ☒
	Kieli ☒
	☒
Julkaisun nimike ☒	☒
☒	☒
Tiivistelmä ☒	☒
☒	☒
Asiasanat ☒	☒
☒	☒

If your page is irrevocably ruined, follow these steps:

1. Remove the table but do not remove the empty passage found in the bottom of the page (If your settings are according to our recommendations, the passage is only made vivid by a passage mark ¶).
2. Create a new study (according to the guidelines stated in the *Introduction* section).
3. Copy the table from the first page (e.g. by using a clipboard) to the first page of your study, and fill the table out again.

3.2 The 2nd and 4th page of the abstract

In the top of these blank pages, there is nothing but a hidden text which is supposed to show on screen but not to print out. If you cannot see it, click on »Tools – Options – View», and put a checkmark in »Hidden text». If the hidden text prints out, go »Tools – Options – Print», and remove the checkmark from »Hidden text».

3.3 The 3rd page of the abstract

On this page, there is a table which is identical to the one the first page, although written in English.

The writer of the study can now fill out the same spots as on the first page, but this time it is done in English or any other language of publication (the title of the abstract will also be written in the language of publication).

Abstrakti-englanniksi ¶	
Publisher☐	Date of publication☐
Vaasan-yliopisto☐	☐
Author(s)☐	Type of publication☐
☐	☐
	Name and number of series☐
	☐
Contact information☐	ISBN☐
☐	☐
	ISSN☐
	☐
	Number of pages☐
	Language☐
	☐
Name of publication☐	☐
☐	☐
Abstract☐	☐
☐	☐
Keywords☐	☐
☐	☐
¶	

If your page is irrevocably ruined, do as recommended related to the first page of the abstract.

4. INDEX AND OTHER LISTS

The index starts a new file in which the actual study is written. Please note that page numbers should not be changed, as the abstract and content pages form a unity in the final publication, and that unity consists of a numbering system of its own.

In the beginning, the index page may seem somewhat »incorrect». It consists of ready-made lists: the index, in addition to lists for numbers and tables.

As long as the titles of the study are written with appropriate styles, the list can be updated by placing a cursor on the list and then clicking on F9 (and choosing the latter from these, most frequently appearing alternatives: »Update page numbers only» and »Update entire table«).

In case you do not need a specific list style, the equivalent field should be deleted. This is done by choosing the whole field and pressing on the Delete button.

Sisällys

1 OTSIKKO 1.....	1
LÄHTEET	2
LITTEET	3

Kuviot

Kuvio 100. Kuvio	1
------------------------	---

Taulukot

Taulukko 100. Taulukko	1
------------------------------	---

Lyhenteet

YTHS	Ylioppilaiden terveydenhoitosäätiö

Kaavat

(100)	1
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5 WRITING

When applying the publication base, it is essential to use different styles. As a general rule, you are expected to make passages by placing the appropriate style on each of them. This can be done by following the steps below:

1. Place your cursor so that it flashes on one passage or choose at least parts of several passages you are editing.
2. Click on the name of a style in the »Styles and Formatting» taskbar (or click on the »Formatting» toolbar in the »Style» taskbar) or use an appropriate key combination.

Press on a key combination (Alt+button) in order to get the essential styles into your passages. More precisely:

Tyyli	Näppäinyhdistelmä
Otsikko 1 (Titel 1)	Alt+1
Otsikko 2 (Titel 2)	Alt+2
Otsikko 3 (Titel 3)	Alt+3
Otsikko 4 (Titel 4)	Alt+4
Leipä (Body Text)	Alt+L
Luettelo RV (List)	Alt+R
Luettelo numerot (List Numbers)	Alt+N
Normaali (Normal)	Shift-Ctrl+N (For tables)


If you incorporate text from other documents (copy-paste), some of the original formattings may come with it. These formatting may be removed by activating the appropriate part of the text and pressing Ctrl + space.

Some extra formattings (like indenting) may be used in the writing process. If they later turn out to be unsuitable, they can be removed by Ctrl + Q. This will restore the template formattings.

5.1 Titels

A first main title, that is, a first level title (*Otsikko 1*) is ready-made. There should be a tabulator in between the number and the actual title, and you are supposed to do the same with other title levels, too. For example, a fourth level title may very well look like this:

Otsikko 4 | ■ 3.1.1.1 → *Perheen kulttuuri; oma kieli ja muut idiosynkrasiat teoreettisesti tarkasteltuina¶*


(The preceding picture is standard-looking, the style area is shown, and the »Show/Hide ¶» button  is pressed on, so that the tabulator is seen as an arrow.)

5.2 Lists

Lists can be numbered or indicated by hyphens. You are supposed to use different styles when making lists, so do not click on »Format – Bullets and Numbering...», unless it is really necessary.

You can also combine lists:

1. One
2. Two
 - A
 - B
 - C
3. Three


The preceding list can be drawn out, for example, by placing the style »*Luettelo numerot*» (Finnish for List Numbers) to all paragraphs in the list. Further, you can use hyphens to make lists by placing the style »*Luettelo RV*» (Finnish for List Hyphens) on the chosen paragraphs. You can always increase indent to the latter by, for example, clicking on »Increase Indent»  under the Formatting toolbar.

1. One
2. Two
 - A
 - B
 - C
3. Three


5.3 Tables

If you wish to give a title for one or more of your tables, use the style »*Taulukon otsikko*» (Finnish for Title of Table). There should be a tabulator in between the number and the title.

Taulukon otsikko | **Taulukko 1.** → Perheyritystäjyyttä hankaloittavat asiat (Perheyritysten ja PK-yritysten liitto 2003).

(The preceding picture is standard-looking, the style area is shown, and the »Show/Hide ¶» button  is pressed on, so that the tabulator is seen as an arrow.)

The table can be drawn up as follows:

1. Make an empty passage and set »Normaali» as its style. Make sure that the cursor is on this passage.
2. Make a table (by clicking on »Table – Insert - Table... » or by using »Insert Table»  which you will find under the Standard toolbar).
3. Change the style of the paragraph below the table from »Normaali» to, for example, a »Leipä» style paragraph (unless the text is supposed to start directly from under the table).

The table might look like this once the columns have been narrowed down in number.

	Otsikko 1	Otsikko 2
Otsikko A	100 000	200 000
Otsikko B	300 000	400 000

No matter which cell you place the cursor in; the style should always be »Taulukko» (Finnish for table). There are two other table styles available, too, which can be applied by placing the cursor to a cell in the table and choosing a style from the list. When the style is set as »Taulukon 1. rivi» (Finnish for the first row of the table), the text in the table's first row cells should be bold:

	Otsikko 1	Otsikko 2
Otsikko A	100 000	200 000
Otsikko B	300 000	400 000

When the style is set to be »Taulukon vasen» (meaning left in the table), the text in the cells of the first row and column should be bold:

	Otsikko 1	Otsikko 2
Otsikko A	100 000	200 000
Otsikko B	300 000	400 000

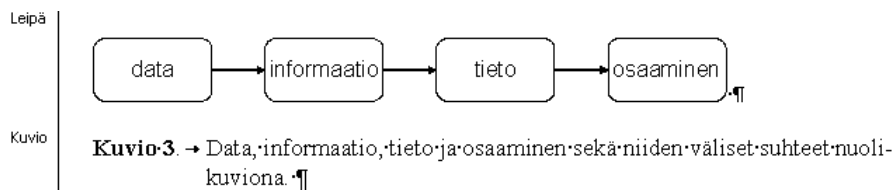
5.4 Pictures


Pictures should not be drawn up by using the »Draw» toolbar, as it is more difficult to place such pictures while preparing the lay-out. It is recommended that pictures are drawn up by using other programs (e.g. PowerPoint). That way, when pictures are moved to Word, they are no longer formed of small parts. Instead they form one unity which is easy to place on a page.

If this is not done, pictures might fall to pieces; their proportions might distort, and they might not print out properly.

Click on »Edit – Paste Special...» when a picture, made with PowerPoint, is moved to Word via a clipboard. That way you can choose the shape of the picture. »MS Office Drawing Object» is set as default, and it is quite satisfactory, but »Picture» (Windows Metafile) is much more recommended. It gives you one solid picture, and you can change its size and place (however, do change its contents in PowerPoint).

If you wish to have a caption (all of which you can gather up in a picture list), click on »Kuvio» (Finnish for shape) and set that style for your caption paragraph. In addition, there should be a tabulator in between the number and title:



(The preceding picture is standard-looking, the style area is shown, and the »Show/Hide» button  is pressed on, so that the tabulator is seen as an arrow.)

As you can see from the previous picture, it is placed inside a regular paragraph (that is, a »Leipä» styled paragraph).

If the picture is not automatically placed within the paragraph or placed in the text level (when attaching a picture from the clipboard or adding it by clicking on »Insert – Picture – From File...») you should click on »Tools – Options – Edit – Insert/Paste Pictures as: In Line with Text».


If the picture is not in the text level, you can change its place afterwards:


1. Choose a picture.
2. Click on »Format – Picture... – Layout – In line with text».

5.5 Footnotes

There is nothing unusual about making footnotes:

1. Place the cursor where you want to put reference.
2. Click on »Insert – Reference – Footnote... – Footnotes: Bottom of page».
3. Put a tabulator after the number of the footnote:

Alavitteen teksti |  → Taulukon ulkopuolelle on jätetty yrittäjyyden alueen akateemiset opinnäytteet, joissa avainsanoina ei ole mainittu perheyhtiötä tai perheyriytyksiä (esim. Ulla Hytti/TuKKK, Saija Katila/HKKK).¶

(The preceding picture is standard-looking, the style area is shown.) The »Show/Hide¶» button  is pressed on, so that the tabulator is seen as an arrow and a footnote screen is set on by clicking on »View – Footnotes»

5.6 Quotes

There is a specific style for longer quotes. It is called »Lainaus» (Finnish for quote).

Leipä	Jaakko on siirtänyt Primulan osakkeita molemmille pojilleen jo ennen johtajuuden sukupolvenvaihdosta Jaakolta Juhalle. Omistuksen pirstaloitumisessa hän pitää huonona puolena sitä, että kenelläkään ei ole vahvaa omistajan sanaa päätöksenteossa.¶
Lainaus	”Se [omistus] on jakautunut todella. Se on sellainen paperi ollut, että aina kun on lapsi syntynyt, niin sitten on perillisille jaettu ja se on sitä myöten sitten pilkkoonutunut. Se on toisaalta, voi sanoa, ongelmanakin, koska kenelläkään ei ole sellaista moreeta ääntä, että voisi sanoa just, miten tehdään.” ¶

(The preceding picture is standard-looking and the style area is shown.)

5.7 References and appendices

Apply a style called »Lähteet» (Finnish for references) for the reference list title, and a style called »Lähdeteksti» (Finnish for reference text) for the actual references.

Lähteet	▪ Lähteet ¶
Lähdeteksti	Alcom, Pat B. (1982). <i>Success and Survival in the Family-Owned Business</i> . New York: McGraw-Hill. ¶

(The preceding picture is standard-looking, and the style area is shown.)

There is no specific style for appendices; instead you are supposed to apply the style called »Lähteet»:

Lähteet	▪ Liitteet ¶
Leipä	Liite 1¶

(The preceding picture is standard-looking and the style area is shown.)

5.8 Lists

On page 7, there is a ready-made field for title, table, and picture lists. Delete the unnecessary fields and related titles.

If you wish to update the information in the list, do as follows:

1. Place the cursor on the field (which usually makes the field gray):

..|Virhe·Kirjanmerkkiä·ei·ole·m

2. Click on F9, and the following window (usually) appears:



3. Choose »Update entire table»

If you wish to change the styles in the list,

1. place the cursor on the field
2. click on Shift+F9, and the "insides" of the field will show:

{ TOC \o "1-4" \t "LÄHTEET;1" }

3. write a new style, replacing or adding to the old ones

In the preceding picture, there reads **O "1-4"** which means title levels 1-4. **"LÄHTEET;1"** means that the »*Lähteet*» styled paragraph is shown with the style called »*Sisluet 1*».